

Notice of Intent to Certify Sole Source

To: Interested Parties

From: David C. Johnson

CC: ITS Project Number 46512

Date: September 10, 2021

Re: Sole Source Certification Number 4408 to provide maintenance and modifications to the Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System for the Mississippi Bureau of Narcotics (MBN)

Contact Name: Kimberly Parker

Contact Phone Number: 601-432-8049

Contact E-mail Address: kimberly.parker@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4408 for maintenance and modifications to the Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System for the Mississippi Bureau of Narcotics (MBN), please be advised that ITS intends to award Courage Technologies, Inc. as the sole source provider of maintenance and modifications to the Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System beginning July 1, 2021 through September 30, 2021 in an amount not to exceed \$2,125.00. If no objections are received, \$52,870.00 for the period of October 1, 2021 through June 30, 2024 will be included in this Sole Source Certification. The State intends to use this Sole Source Certification, if required, through June 30, 2024 for future maintenance and modifications.

Please be advised that ITS will determine if additional maintenance and modifications are within scope during the certification period and may increase the spending authority accordingly. Should Courage Technologies, Inc. change their name during this certification period, then ITS will determine if a recertification is necessary.

For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

The Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System is used by MBN to manage documentation required for drug cases. The system also provides mandated state and federal reporting of drug and enforcement activity statistical information. Ongoing modifications are needed for improvement to the system and for changes for state and federal compliance. The system also requires ongoing maintenance. The system was purchased from Courage Technologies, Inc. in 2003 as a sole source. The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

Several modifications to the system are needed to continue to meet state and federal tracking and reporting requirements. MBN is obligated to report quarterly to the Mississippi Legislature statistical information for numbers of arrests, prosecutions, and dismantled and disrupted drug trafficking organizations. MBN also reports pursuant to 28 CFR Part 23 guidelines to El Paso Intelligence Center (EPIC) regarding methamphetamine clandestine laboratory seizures, including chemical, glassware, equipment and dumpsite seizure information, and endangered children. The Intelligence Division submits a monthly diversion survey with required information involving pharmaceutical case initiation. MBN generates a comprehensive State Threat Assessment encompassing wide-ranging statistical data yearly to the Office of the Governor. The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

Courage Technologies is the developer and sole distributor of the software and sole owner of all modules. No company or person other than Courage Technologies and its owners can add, delete, or modify the code, or provide maintenance for the software.

4. Explanation of why the amount to be expended for the services is reasonable.

The Mississippi Bureau of Narcotics and the vendor have an established, good-standing relationship, and the vendor's rates have remained relatively low compared to the national average. The vendor's quote for modifications is similar in price and scope to previous modifications and the hourly wage remains reasonable.

5. Explanation of what the agency did to obtain the best possible price for these services.

The Mississippi Bureau of Narcotics discussed with the vendor the similarities of their past modifications and the current modification request and were able to negotiate a reasonable, fair price. The vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	08/31/21
Second Advertisement Date	09/07/21
Posting of Notice of Intent to Certify Sole Source Memorandum	09/10/21
Response Deadline From Objectors	09/24/21 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 09/27/21

Project Details

In 2003, Courage Technologies developed a small methamphetamine database paid for with allocated Federal Methamphetamine Grant funds to accommodate reporting requirements for El Paso Intelligence Center (EPIC). The methamphetamine screens and data fields were later enhanced in 2005 by Courage Technologies when Gulf States Counterdrug Initiative, servicing several southern states (Mississippi, Alabama and Louisiana), withdrew funding of training, maintenance, and the actual case management program. As a result, MBN was left without a method to retrieve or enter any data records. MBN paid Courage Technologies with allocated Methamphetamine Grant Funds to transfer ongoing criminal cases, legacy data into the existing small methamphetamine database by adding necessary fields to hold the transfer of data. Courage Technologies has continued to enhance the MINI Case Management System over the past 18 years into a comprehensive case management product. MINI user roles consist of MBN Sworn and Contract Agents as well as civilian users whose modification and viewing rights are granted or restricted according to the security of their required duties performed in accordance to MBN's enforcement mission.

Courage Technologies has produced a suite of core narcotics functions that other vendors have submitted quotes in excess of \$100,000.00 as an initial procurement cost. Representatives from MBN have travelled to intelligence units in Austin, Texas, Baton Rouge, Louisiana, and Birmingham, Alabama to research and view their case management systems. When compared and tested, none surpassed MBN's capability with multiple facets and modules interworking to service MBN's demanding case management needs.

In July 2006, MBN submitted a sole source request to ITS to procure maintenance and modifications for MINI from Courage Technologies. ITS approved the procurement as a sole source and continued to do so through June 30, 2015. MBN, by Legislative Statute, is the one State Law Enforcement Agency authorized to perform necessary and confidential investigations of suspected drug violators and violations of state regulations banning the use, manufacture, or distribution of such illegal substances. In order to perform this mission, extensive automated and paper files exist that track and monitor all known and suspected violators living in and around the geographic boundaries of the State. MINI complies with regulations, such as EPIC standards for monitoring methamphetamine cases through the Southern and Southwest regions. MINI also comprises modules for intelligence and case records, generating charts, graphs and statistical reports to MBN's administrative staff, field agents, field analysts, district attorneys, and Legislature for budget considerations and State threat assessment inquiries. MINI encompasses asset and forfeiture documentation, restitution, case dispositions, evidence management information, and departmental training obligations with career paths.

In September 2015, ITS issued Notice of Intent to Certify Sole Source Certification Number 3810 for the renewal of maintenance and modifications through July 31, 2018 and received no objections/responses. A Professional Services Agreement was executed on December 18, 2015, and expired on June 30, 2018.

In June 2018, ITS issued Notice of Intent to Certify Sole Source Certification Number 4099 for the renewal of maintenance and modifications through June 30, 2021 and received no objections/responses. Amendment Number 1 to the Professional Services Agreement was executed on June 29, 2018, and expired on June 30, 2021.

MBN has received a total of \$239,064.37 of purchasing approval and wishes to continue using the MINI Case Management System with the purchase of additional modifications and maintenance through June 30, 2024.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the maintenance and modifications to the Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to Courage Technologies, Inc.

1.1 Interested Party Information

1.1.1 Contact Name, Phone Number and email address

1.1.2 Company Website URL, if applicable

1.2 Objection to Sole Source Certification

1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3 Comments will be accepted at any time prior to Friday, September 24, 2021, at 3:00 p.m. (Central Time) to Kimberly Parker at kimberly.parker@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Kimberly Parker to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4 Interested Party responses should include the following information:

<p>SUBMITTED IN RESPONSE TO Sole Source Certification No. 4408-46512 Accepted until September 24, 2021 @ 3:00 p.m., ATTENTION: Kimberly Parker</p>
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If you have any questions concerning the information above or if we can be of further assistance, please contact Kimberly Parker at 601-432-8049 or via email at kimberly.parker@its.ms.gov.

Attachment A: Customer Sole Source Certification Request
Attachment B: Vendor Correspondence
Attachment C: Sole Source Procurement Overview

Sole Source Certification Request

Project Title: Courage Technologies MINI Renewal				
Contact Information				
Agency/Institution: Mississippi Bureau of Narcotics	Contact Person: Camillia Rose			
Mailing Address: P.O. Box 720519 Jackson, MS 39272-0519	Phone Number: 601-213-8818			
	Email Address: crose@mbn.ms.gov			
MAGIC Customer #: (Only required from state agencies.) 3100002298	Division/Dept: MIS			
Project Summary				
Description of Project: (Include details of original acquisition if applicable)	MINI is used to manage documentation required for drug cases, and it mandates state and federal reporting of drug and enforcement activity statistical information. Courage Technologies, Inc. has certified that they are the developer and sole distributor of the MINI case management software as sole owner of all modules.			
ITS Acquisition Approval (CP-1) should be effective through this date:				
Cost Estimates (Maximum allowed duration is 3 years per request/project)				
Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints	Estimate the Anticipated Lifecycle or Years of Product/System's Effective Use:
FY 2022	\$29,495.00	\$8,500.00	Item Needed by: 06/30/2021	
FY 2023		\$8,500.00	Funds Expire: N/A	Minimum of 3 years
FY 2024		\$8,500.00	Other Important Deadline(s): (e.g. current contract/CP-1 expiration dates)	
Total Estimated Project Cost: \$54,995.00				
Funding Source:		100% State Funds		
Discuss Funding: (e.g. fund number; how much of needed funding is definite; total project budget; any matching or other non-state funds)		Funding is definite and budgeted within the Office of Bureau of Narcotics.		
Acquisition Details				
Item or Part Number	Quantity	Description	Building Location(s)	
System modifications		Enhancements to current system for adherence to state and federal mandates	Byram, MS	
System maintenance	3	Required annual support for the MINI Management System		
Describe Platform and Infrastructure: Where does your agency plan to house or host the requested equipment or service? What resources currently available through ITS are needed (network connectivity, cloud computing/storage, colocation, business resiliency, etc.)? The system is installed on SQL Database on VMware Servers. NOTE: For equipment or services outside of current ITS available contracts and resources, justification must be attached.				
Sole Source Certification - Certification must be renewed for each revision or continuation of previous Sole Source Approvals.				
Explain why these products or services are the only ones that can meet your needs: (Include specific functionality or special features that make this product or service unique.)		The Methamphetamine Intelligence Narcotics Investigation (MINI) Case Management System is used by MBN to manage documentation required for drug cases. The system also provides mandated state and federal reporting of drug and enforcement activity statistical information. Ongoing modifications are needed for improvement to the system and for changes for state and federal compliance. The system also requires ongoing maintenance. The system was purchased from Courage Technologies, Inc. in 2003 as a sole source. Courage Technologies has certified that they are the only company that can modify the system's code or provide maintenance for the software.		
Specific business requirements to be met by the products/services: (e.g. intended use, how it helps accomplish a task, etc.)		Several modifications to the system are needed to continue to meet state and federal tracking and reporting requirements. No company other than Courage Technologies can modify the system. MBN is obligated to report quarterly to the Mississippi Legislature statistical information for numbers of arrests, prosecutions, and dismantled and disrupted drug trafficking organizations. MBN also reports pursuant to 28 CFR Part 23 guidelines to El Paso Intelligence Center (EPIC) regarding methamphetamine clandestine laboratory seizures, including chemical,		

	glassware, equipment and dumpsite seizure information, and endangered children. The Intelligence Division submits a monthly diversion survey with required information involving pharmaceutical case initiation. MBN generates a comprehensive State Threat Assessment encompassing wide-ranging statistical data yearly to the Office of the Governor.				
Explain why this is the only entity that can provide the products/services: (Include other products/vendors researched or evaluated.)	Courage Technologies is the developer and sole distributor of the software and sole owner of all modules. No company or person other than Courage Technologies and its owners can add, delete, or modify the code, or provide maintenance for the software.				
If for services or installations (not a product) the following two questions must be addressed.					
Explain below why the amount to be expended is reasonable:		Explain below what was done to obtain the best possible price:			
The Mississippi Bureau of Narcotics and the vendor have an established, good-standing relationship, and the vendor's rates have remained relatively low compared to the national average. The vendor's quote for modifications is similar in price and scope to previous modifications and the hourly wage remains reasonable.		The Mississippi Bureau of Narcotics discussed with the vendor the similarities of their past modifications and the current modification request and were able to negotiate a reasonable, fair price.			
Vendor's proposal submitted:	<input checked="" type="checkbox"/> Yes No (select only one)	Vendor's Certification of Sole Source attached:	<input checked="" type="checkbox"/> Yes No		
MAGIC Vendor Code(s) - Vendor must be in MAGIC before a CP-1 can be issued.					
Place Order To Vendor Code:	Vendor Name:	Courage Technologies, Inc.	Remit To Vendor Code:	Vendor Name:	Courage Technologies, Inc.
	Vendor Address:	P.O. Box 5948 Brandon, MS 39047		Vendor Address:	P.O. Box 320639 Flowood, MS 39232

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13.

Clay Johnston, MIS Director
Name and Title (Agency Head/Institution President/CIO)

Clay Johnston
Signature

9.10.21
Date

May 12, 2021

Mrs. Camillia Rose., Systems Manager
Bureau of Narcotics
6090 I-55 South Frontage Rd
Byram, MS 39272

Sole-Source Verification
MINI

Dear Mrs. Rose:

This letter is to verify that Courage Technologies Incorporated is the developer and sole distributor of MINI Case Management Software. Courage Technologies Inc is sole owner of all modules. No part or module is available from any other source.

No company or person other than Courage Technologies Incorporated and its owners can make changes to the code. No one can add, delete or modify the code. No company or person other than Courage Technologies Incorporated can provide maintenance for the software.

Thank you for allowing us to provide the MINI Case Management software. If you need more information,
Please call (601) 278-6947.

Sincerely,



Jerry Jason Calhoun
VP Software Development
Courage Technologies Incorporated.

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable, and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification

above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.